

### **Lockmaster Cottage Renters**

Welcome to the Town of Newburgh and the historic Lock & Dam #47 Lockmaster Cottages. The Town and Park Board are committed to ensuring these facilities remain in quality condition.

Some rules and regulations are in place to ensure all patrons enjoy a quality, comfortable, and safe stay.

Cottages will be fully equipped upon your arrival. Extra towels for your stay will be in the upstairs bathroom in the linen closet. No other housekeeping services will be provided during your stay.

- Cottage rental hours are from 3:00 p.m. until 11:00 a.m.
- Keys are to be picked up at the office of the Clerk-Treasurer at Town Hall, 23 W. Jennings between the hours of 9:00 a.m. and 2:00 p.m. If other arrangements are necessary for late check in, weekends, and holiday rentals, contact the Town Manager at 812.853.3578.
- The rental fee is required to hold the reservation, and must be paid within one (1) week of making the reservation. Prepayment for late check in, weekends, and holiday rentals is required. Cash or checks only. No credit cards are accepted.
- Check your cottage upon arrival.
- Turn off all lights and lock all doors when checking out. Return keys to the mail slot at Town Hall – Carnegie Library entrance at 23 W. Jennings.
- Notify Town Manager, Lori Buehlman, of any problems immediately. 812.890.6619
- The maximum sleeping capacity of the cottage is eight (8) people.
- At the time the reservation is made, the Town shall be notified of the number of guests.
- Your damage deposit is refundable providing the rental property is not damaged and no items are lost or stolen.
- You will be charged all incurred replacement costs for damaged property including labor and materials if something is missing, broken, or damaged.
- To help us properly maintain the facilities and to keep the cost as low as possible, you are required to do the following before check out:
  - Wash all dishes and replace in cabinets.
  - Sweep floors (brooms are provided).
  - Carry all trash to outside containers.
  - Remove all food items from the refrigerator and cabinets.
  - Take all items belonging to you upon departure. The Town is not responsible for items left in the cottage.
  - Only house dogs weighing less than 50 lbs. are allowed inside the west cottage. Pets require an extra deposit of \$100.00. Dogs shall only be allowed in the west lockmaster cottage. Service animals are exempt from these requirements.
  - It is understood that the cottages are overnight quarters for family stays, and if the Town or Newburgh Police Department discover a violation, your security deposit will be forfeited. You and your guests may also be asked to vacate the premises without legal recourse, and you will not receive a refund on your rental.
- Keep all music at reasonable levels as not to offend neighbors or other patrons.
- The lockmaster cottages rental does not include the park grounds. The park is a public park and citizens are allowed to use the park grounds. Park grounds close to the public at 10:00 p.m.
- The park is regularly patrolled and secured by the Newburgh Police Department.
- All Indiana Liquor Laws are applicable and enforced.
- Please obey all traffic signs.

**There is NO smoking allowed in any Town owned building.**

**Failure to comply with this policy will result in vacation of the premises and forfeiture of deposit.**

**The fireplaces are NOT operational.**

If you have a problem or an emergency with your cottage, please call the Town Manager, Lori Buehlman at 812.890.6619.

For all other emergencies, please dial 911.

These rules have been developed to ensure the continued upkeep of the facilities and for enjoyment of all patrons in the Lock & Dam Park.

Thank you for your cooperation.

I have read and understand this rental policy.

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Name and Date